

The SIGNPOST

A Local Agency Programs' Information Bulletin to Local Agencies

Michigan Department of Transportation

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P.O. Box 30050, Lansing, MI 48909

LOCAL AGENCY PROGRAMS HAS MOVED

The second floor of the VanWagoner (Transportation) Building will be under construction over the next several months to install a sprinkler system and complete various other improvements. All employees are being moved off the floor during construction. The Local Agency Programs Unit, along with some other units of the Design Division, have moved to an office building on Southland Drive, just north of the intersection of Martin Luther King (Logan) and Holmes. A map is provided for your reference. There is no need to change our mailing address. MDOT's mailroom staff have a list of where everyone is and they make deliveries right to our building instead of second floor. Also, our previous phone numbers have been forwarded to our new phones, so you don't need to keep track of a new number. Just dial the same numbers you have been using and you should be automatically transferred to our new offices. It is anticipated that we will be moving back during late summer or early fall.

CONTRACT FINALING/CONTRACTOR PAYMENT PROCESS CLASS

You may have already heard about this class. It

is a three-hour program packed with information that will help you to avoid the problems and frustrations associated with the finaling out of contracts, and the issue of actually getting paid. MDOT, along with AUC, has put together this class. Contractors, suppliers, consulting engineers and local government officials are encouraged to attend. The class is free to all attendees. All classes will be held at the AUC office in Okemos, from 8:30 am to 11:30 am, on April 2nd, April 9th, and April 16th. If you wish to attend, please send a fax to Janis at AUC, 517-347-8344. Include your company name, phone, number of attendees, and dates attending.

FIELDMANAGER



Just a reminder, all construction projects let by MDOT are required to use the FieldManager suite of software. Also, local agencies must keep their release of the software current with the release in use by MDOT. FieldManager release 3.0 is the release currently in use by MDOT.

You are required to use FieldManager only if you have a construction contract(s) let by MDOT *and* an employee(s) of your organization is performing the construction contract documentation functions.

If your organization needs to obtain the software, contact Info Tech, Inc., at 352-381-4400. Info Tech has been contracted by MDOT to provide FieldManager distribution, training and support services to local agencies in Michigan at no charge to your organization. When contacting Info Tech, indicate that you wish to obtain FieldManager services under the *MDOT FieldManager Services Contract for Michigan Locals*.

If you have contracted with a consultant firm to perform the construction contract documentation functions for a contract(s) let by MDOT, then your organization is responsible for ensuring that the consultant uses FieldManager. The consultant firm is responsible for obtaining the FieldManager software from Info Tech, but consultants are *not* covered under the *MDOT FieldManager Services Contract for Michigan Locals*. Consultants must license the software directly from Info Tech by contacting them at 352-381-4400. Consultants will be charged a license fee by Info Tech.

For questions about FieldManager, contact MDOT's FieldManager Help Line at 517-322-1556, or Kevin Fox, Construction and Technology Division, at 517-322-6223.

MATERIALS SAMPLING GUIDE

This manual has been discontinued in its current format. A more convenient means of updating the information, which is subject to frequent change, was needed without reprinting large portions of the manual. The basis for acceptance of materials (test, certify, QPL, etc.) has been incorporated into the Materials Quality Assurance Manual. The lists of suppliers and products accepted under the various programs will be available from the Construction and Technology Division (hard-copy) and will eventually be maintained on the Internet where the information can be updated

as needed. Questions regarding the content and updating of lists of materials suppliers/manufacturers may be directed to Steve Purdy, Construction and Technology Division, at 517-322-5665. More general questions may be directed to Judy Ruszkowski, Construction and Technology Division, at 517-322-5669. For information on obtaining manuals, including all future revisions, contact MDOT's Publications Office at 517-322-1676.

ATTENTION MERL USERS

A Michigan Engineer's Resource Library (MERL) User Group was recently started to get user input as to the future of the system. If you are interested in attending future meetings, or are a user and would like to receive minutes of future meetings, please contact Ron Krauss at 517-335-2229 or Terry McNinch at 906-487-2102.

PROCESSING PROJECTS

Submittal of your Program Application at least a month before submitting plans for the Grade Inspection (GI) would help us out. Some are sent in along with the plans, but this does not work well for processing. Our Project Development Engineers need time to review the application and identify any outstanding issues related to environmental, historical, etc., which may still need to be addressed.

It is important for you to ensure the project is on the TIP, or there is other confirmation of eligibility for funding, as applicable. We cannot request obligation of funds for projects that are not on approved lists, and therefore, those projects cannot be advertised or authorized. You should also take steps to ensure that the roadway or project is eligible for the proposed funding. For example, the route must be classified as a collector, arterial, etc. for federal aid eligibility, or

included as part of the “all-season” network for TED, Categories D and F funding eligibility. Sometimes projects get to us after you have already put a lot of work into them, only to find out that they are not eligible for funding. You should check this at the time of placing projects on approved lists.

Our staff do not schedule a GI without having plans already received by our office. Further, if a review of the plans indicates that more work is needed before a meaningful GI can be conducted, your agency will be notified and a GI will not be scheduled or, if already scheduled, it will be cancelled.

When the GI is held, it is important that the engineer who will be responsible for construction engineering be in attendance. The input of this person is critical at this stage. If you have hired a design consultant, both the design consultant and your agency must be represented at the GI. Our staff may need to cancel a meeting if they believe the appropriate people are not present and that the meeting will not be productive.

Many of your projects have been assigned to one of our consultants for oversight review rather than our direct staff. They are responsible for activities such as TS&L reviews, GI plan reviews, conducting the GI, reviewing final plans and proposals, assembling the packages to turn in for advertising, and responding to contractor inquiries. Each project that is assigned to our consultants also has an LAP staff member assigned for oversight and coordination. If all goes well, the LAP staff will have only limited involvement with the project. The consultants do not, however, perform duties related to environmental clearances and funding obligations. Our Project Development Engineers continue to handle these issues for all projects as they have in the past. Policy types of issues also remain with our staff. If you aren't sure who to contact, you may contact our staff or our consultants and your

question will be directed to the appropriate person.

THE SIGNPOST IS BACK!



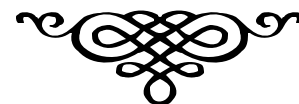
Watch for future issues of the SignPost, and for a new format. The look will be updated to include the MDOT logo and a few other items. Most articles will be written by Local Agency Programs staff, with specialty articles provided by others within the department. If there is a topic you would like to see in a future SignPost, please pass it along to any staff member of Local Agency Programs.

LOOK FOR US ON THE WEB



www.mdot.state.mi.us/design

If you have questions or comments concerning this newsletter, please contact us.



*Pat Schafer 517-335-2233
Michele L. Conklin 517-373-9570*